

INVITATION TO TENDER FOR THE SUPPLY OF LAPTOP

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) intends to tender for the Supply of Laptop

The GIZ Office Accra now invites tenderers to submit, free of charge and without obligation on the part of GIZ, a tender based on the following terms and conditions. Non-conformity with all conditions mentioned could lead to the exclusion of the bid.

Tenders should be valid for a period of **three (3) months** after the deadline of Tender submission.

Prices shall be fixed. Prices shall be free of VAT and other public charges. Prices shall be quoted in Ghana Cedis.

All interested suppliers are required to submit **a letter, a company profile, and their quotes** according to the specifications below, to the GIZ Office Accra.

No	Item	Description/Specification	Qty
1.	ULTRA-PORTABLE LAPTOP	<ul style="list-style-type: none"> • ULTRA-PORTABLE LAPTOP • Processor – At least 8th Generation Intel Core- i3 - i5 processor 1.7GHz and above • 8GB RAM or more • 256GB SSD HDD and above • 14-inch full HD (1920 x 1080 dpi) • Long battery life (at least 10 hours) • HDMI and Audio ports • USB 2.0 or newer, 2.4 and 5GHz Wi-Fi • Back-lit keyboard • Docking capable • Energy Star qualified • Windows 10 Pro. 64-bit or newest • 1-3 years warranty 	30

How to apply

Bidders are required to submit Two Copies of the following documents in one envelope to the below address:

- Signed Letter of Bid and Company Profile
- Priced Quotation (to the Required Specification)
- Valid Tax Clearance Certificate
- Business Registration Certificate
- VAT Registration Certificate
- Valid SSNIT Clearance Certificate
- Declaration of Business Ownership by General Manager (3) or (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)

PLEASE NOTE:

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

ALL PROSPECTIVE BIDDERS ARE REQUIRED TO PERFORM THEIR TAX OBLIGATIONS IN GHANA.

Tender documents should be clearly sealed and clearly marked separately as:

Tenders Number: 7000012611 / G-011350-028 / "Supply of Laptop"

Submit to the following address:

The Procurement Unit,
GIZ Ghana Country Office
No. 7 Volta Street, Airport Residential Area, Accra
P.O. Box KA 9698,
Accra

To All Bidders:

- ❖ Bids must be submitted at the GIZ Ghana Country Office Reception.
- ❖ The deadline for submission is **19th June 2026** until **11:59 PM**.
- ❖ Documents should be submitted as early as possible before the deadline.
- ❖ Should the reception be closed, documents might exceptionally be dropped off at the guard's booth.
- ❖ The guards need to be told by the person submitting the documents that they are submitting tender documents.
- ❖ Always send a receipt with your documents stating the **Tender Number**. This receipt will be signed by the receptionist or a guard (in case of exceptional drop-off at the guard's booth) to provide the bidder with proof of submission.

Please note that participating in a GIZ tendering process is free of charge for bidders. At no phase of the process is the bidder required to make any payment to GIZ or to one of its employees.

Kindly Note by sending in your offer, you are agreeing to the **GIZ General Terms** and giving us consent to process your company data.

ONLY SHORTLISTED FIRMS WILL BE CONTACTED